

**Honorary Membership Nomination Form**

We are proud to acknowledge the contribution our members make to the IBMS. Honorary Membership recognises the exceptional levels of commitment made over a significant time period and are amongst our most prestigious awards.

Honorary Membership is awarded to recognise consistent, long and valuable service to the IBMS at branch or regional level.   
  
IBMS Council expects that nominees for Honorary Membership will be a current corporate member with at least **25 years of continuous membership,** have **retired from active professional** life and are able to demonstrate service of at least **15 years at branch or regional level.**

In addition to the recognition these awards bring, Honorary Members are exempt from paying membership fees going forward.

**The nomination process - guidance notes**

Please read the following guidance notes carefully.

**Section 1: Nominator details**

Nominations are invited from any corporate members of the Institute. Corporate members are those in the grade of Licentiate, Member and Fellow. As the nominator, please complete **your** name, membership number, and region and branch in the boxes provided.

Explain in approximately 400 words why you are nominating. We suggest that you do not inform the nominee of your intentions to avoid disappointment. We will not contact them until the award has been ratified by Council.

Your supporting statement should include their main **achievements** in any Institute office or appointment.

A **good** supporting statement will:

* describe persuasively how and where the nominee has made a difference
* explain what is special about the nominee’s achievements, what the effect has been and why it has been important
* talk about how the nominee earned the respect of their peers and colleagues
* show how the nominee has become a role model
* include any details of how the nominee’s contribution has been of benefit to the professions well as to the Institute
* demonstrate how the nominee has upheld the values of the Institute both personally and professionally and remains seen as upholding the values of the Institute.

The supporting statement **should not be**:

* an extended CV
* a list of educational achievements, appointments, awards or posts
* a job description showing what the nominee does.

This is a highly competitive process. Submitting a form does not guarantee that it will be successful. The nominations are judged against the published criteria, by Membership and Marketing Committee, and on the quality of the information provided in the form so please try and include as much detail about the nominee as you can. As part of the judging process Committee will verify the information presented in the nomination against IBMS records and, where possible, publicly available information on the nominees (including social media accounts).

There are occasions when the number of applications exceeds the number of awards that can be made e.g. only 4 Life Member awards can be made in a calendar year. In the unlikely event that Membership and Marketing Committee have more nominations than awards and the nominations are considered equal in merit, length of membership will be used as the deciding factor, with the longest serving member being successful.

**Please note, self-nominations are not accepted.** Any nomination forms which appear to be a self-nomination will be returned to the person who submitted them and may only be resubmitted once they are in the correct format.

**Section 2: Personal Details of Nominee**

Complete the name, membership number, region and branch of the person you are nominating. If you are unsure of the exact date the nominee joined the Institute complete the form as best you can, the Institute office will check the form for accuracy and let you know if there are any issues.

**Section 3: Institute Offices and Appointments**

Institute offices and appointments may include the following roles, or combination of roles:

* regional committee chairman
* regional secretary or treasurer
* other regional committee member
* regional or national council members in isolation or in conjunction with above
* professional representation as defined by Membership and Marketing Committee
* professional nomination as defined by Membership and Marketing Committee
* Institute examiners (chief or deputy)
* advisory panel membership
* specialist advisor in a biomedical science related role.

Please provide dates of appointments as accurately as you can.

**Section 4: Publications**

Please include any publications the nominee has contributed.

**Section 5: Regional Chair support**

All nominations require the support of the Regional Chair where the nominated member resides. If they reside overseas or do not have a Regional Chair please email mc@ibms.org to discuss a suitable alternative supporter.

Where the nominee is unknown to the Regional Chair they should base their support on the information contained in Sections 1 – 4.

**Section 6: Submitting the nomination**

The deadline for submissions is 31st December and all nominations received after will not be eligible for consideration until the following year. All nominations are considered by the Membership and Marketing at the January meeting following the deadline with a recommendation to Council to ratify at the April meeting.

Nominations which are unsuccessful may be re-submitted the following year.

The nominator and successful nominees will be informed in writing of the Council decision and the award, if granted, made at the AGM in June.

Honorary Membership is awarded at the discretion of the IBMS. The IBMS reserves the right to withdraw Honorary Membership at any point should the individual, in the view of the IBMS, fail to uphold the [values](https://www.ibms.org/about/our-vision-mission-and-values/) of the IBMS. This sanction can be applied retrospectively.

**IBMS Honorary Membership Nomination Form**

**Section 1: Nominator details (see guidance note 1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  | Forename(s) |  | |
| Branch |  | | Region |  |
| Email |  | | Membership number |  |
| I am nominating this person for the award of (please circle) | | | Life Membership | Honorary Membership |

|  |  |  |
| --- | --- | --- |
| **Please outline in around 400 words, why you are nominating the person below for an IBMS membership award.** | | |
| Nominator signature  *(electronic accepted)* |  | Date: |

**Section 2: Personal Details of Nominee (see guidance note 2)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | Forename(s) |  | | |
| Branch |  | | | Region |  | |
| Date of registration with the Institute | |  | | Membership number | |  |

**Section 3: Institute Offices and appointments** (see guidance note 3).

Please use the table below to detail the Institute offices and appointments held by the nominee e.g. regional committee chairman, regional secretary or treasurer, other regional committee member, regional or national council member.

|  |  |  |
| --- | --- | --- |
| **Date (from – to)** | | **Institute Offices/Appointments Held** |
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**Section 4: Publications -if applicable (see guidance note 4)**

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| --- | --- |
| **Date** | **Publication title** |
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**Section 5: Support of Regional Chair (see guidance note 5)**

**Regional Chair details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  | Forename(s) |  | |
| Address |  | | | |
|  |  | | Postcode |  |
| Email |  | | Telephone |  |
| Branch |  | | Region |  |

|  |
| --- |
| **Please outline the reasons for your support of this nomination:** |

|  |  |  |
| --- | --- | --- |
| Signature  *(electronic accepted)* |  | Date: |

**Section 6: Submitting the nomination (see guidance note 6)**

In providing IBMS with the information requested you are consenting to its use as indicated in the IBMS Privacy Notice. Further information can be found on the IBMS website at <https://www.ibms.org/privacy/>

Please return this nomination to [mc@ibms.org](mailto:mc@ibms.org) before 31 December

Or post to:

Lynda Rigby

Executive Head of Marketing and Membership

Institute of Biomedical Science

12 Coldbath Square

London

EC1R 5HL

**Thank you for taking the time to complete this form.**